



Friday 29th May 2020

www.upperarleyprimary.co.uk

Dear parents

Firstly, thank you for your continued support and patience whilst we prepare the school ready for the children to return on Monday 1st June. I am pleased to say that the Local Authority have now completed their checks and approved our risk assessment for the school to open more widely to our children. On Monday, we will be welcoming children from Year R, 1 and 6 along with keyworker and vulnerable children by prior arrangement. I have spoken with each family to confirm their attendance to ensure that we are prepared with space and staff due to the restriction placed upon us by the Government.

On arrival at school on Monday morning, to minimise physical contact where possible, please take note of different times to drop off and collect your child/ren, as well as a one-way system along the drive to ensure safety for all.

At drop off - Parents are to leave children at the **Owls glass door** where a member of staff will greet them. For KS 2 children, where at all possible, please **leave children at the blue gate** where they will enter their classroom via the fire exit door. Again, greeted by a member of their class. Mrs Langfield will be positioned at the blue gate to support these children coming into school.

8.30am – bus children

8.40am – Owls

8.50am – Swifts

9.00am – Falcons

At collection – Owls parents will wait (socially distanced) standing back from Owls exit door, Swifts at the fire exit door along the driveway and falcons in the playground by usual exit. Please try not arrive before your child's collection time. We will arrange for siblings to leave the building together at youngest child exit

3.00pm - Owls (and any siblings)

3.10pm – Swifts (and siblings)

3.15pm – Falcons

I would like you to know some information that would help the school to run safely and smoothly.

Parents

Please read and take action as necessary

- Do not to enter the school if you or your children are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- only **one parent** should attend to drop off/collect
- know where and when to drop off and collect and follow social distancing guidelines

- please **do not gather** at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which will be conducted safely)
- please visit sites to help support your children in education resources such as [e-bug](#) and [PHE schools resources](#)
- avoid public transport where possible or take heed of the guidelines should you need to come on the bus. Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)

For the time being, the school office is closed to visitors. If you need to speak to Mrs Hope, please telephone ahead to make an appointment. Of course, Mrs Langfield is available to contact either by email head@upperarley.worcs.sch.uk or by telephone through the office number 01299 861260. Appointments can be arranged within social distancing guidelines should it be necessary. Please do not hesitate to get in touch.

It will be an unusual time for everyone. The staff have been preparing for this for several weeks and trying to anticipate what the children may need to bring them back together, appreciating that maybe for some of them; this is their first outing from home. We realise that this is an anxious time for all concerned and ask that you work with us to make this transition back into school a smooth one by following the guidance and procedures provided.

Reminder

The children will need a packed lunch box, two snacks, water bottle and comfortable clothes. They are **not to bring** a rucksack or PE kit.

Parking – the Parish car park will be open but we ask that you do not congregate here. **The village hall car park will not be open.**

Children and families should abide social distancing guidance by not mixing outside of school. This is to protect the 'bubble' groups in school and school staff.

This is new for everyone, please be patient and kind.

We look forward to welcoming the children and seeing you briefly after the weekend. Please do not hesitate to get in touch should you have any questions.

Best Wishes

Mrs Langfield

Head Teacher

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